

Citizens Theatre

Job Description

Role: Swing Technician

Responsible to: Head of Stage; Head of Lighting & Sound

Purpose of the Role:

The Swing Technician is a multi-skilled member of the production team who provides flexible support across the key technical departments — Stage, Lighting (LX), Sound and AV — as required. This role is ideal for someone with broad technical knowledge who thrives on variety, teamwork, and creative problem-solving. The Swing Technician will work on productions, events, and maintenance projects, both in the theatre and on tour.

Responsibilities:

- Provide technical assistance across Stage, LX, Sound, and AV departments during fit-ups, technical rehearsals, performances, and get-outs
- Cover departmental duties as directed, including rigging, focusing, building, and operating equipment
- Work collaboratively with creative teams to deliver the technical requirements of Citizens Theatre productions and events
- Step into roles across departments as required, sometimes at short notice
- Provide technical cover for absences within production teams and assist with workload peaks
- Set up, operate, and maintain lighting, sound, video, and scenic equipment
- Assist with testing, servicing, and record-keeping of technical equipment
- Adhere to and promote safe working practices at all times
- Contribute to the creation of risk assessments and compliance with regulations including working at height, manual handling, and electrical safety
- Assist with venue and technical maintenance, including backstage areas, equipment stores, and public-facing technical installations
- Provide support for visiting companies, hires, and community events when required

Organisational Commitments:

- Carry out any other tasks required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Drive change through action and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Be accountable for yourself and others, in line with our Health & Safety and Safeguarding Policies
- Create a positive working environment, underpinned by the organisation's values
- Deliver a warm welcome and excellent customer service to all audience and visitors to the Citz
- Contribute to activities that support income generation and fundraising
- Contribute to our environmental sustainability goals
- Undertake relevant training and development as required

This job description is intended as a guide to the general duties and responsibilities of the role and does not form part of your contract of employment. These duties may be reviewed from time to time to meet the needs of the business. The Citizens Theatre is going through a significant period of change as we return to our building following six years of displacement, and so we will inevitably change as we grow and develop over the coming years. All staff will be required to show a flexible approach to this process, which may involve revisions around job descriptions, titles, roles and departmental structures. Any significant changes will be discussed with you in advance.

Person Specification:

Essential

- Experience working across at least two of the following areas: stage, lighting, sound, AV
- Strong practical knowledge of theatre production processes and backstage operations
- Willingness to work flexibly across departments and learn new skills as needed
- Good understanding of technical theatre Health & Safety practices
- Calm and adaptable under pressure with strong teamworking skills
- Willingness to work evenings, weekends, and occasional touring dates

Desirable

- Experience operating lighting desks (e.g., ETC Eos family), sound desks, or media playback systems (e.g. QLab)
- Training or certification in working at height, manual handling, or electrics
- Experience working in a producing theatre environment
- Driving licence (especially for touring or external venue support)
- First Aid at Work or Mental Health first aid training

Terms & Conditions

Salary:	£28,300 - £29,600 FTE dependent on experience
Hours:	Annualised hours averaging 42 hours per week over the year, in accordance with the Citizens Theatre House Agreement, including regular evenings and weekends, and occasional overnights as required
Overtime:	No overtime payments are available. The Citizens Theatre operates a House Agreement agreed with staff through a collective bargaining process.
Holiday:	29 days per year inc. public holidays, rising to 31 days after 3 years, and 34 days after 5 years
Pension:	Citizens Theatre operates a contributory pension scheme (employer 3% / employee 5%)
Probation:	This post is subject to a three-month probationary period
Notice period:	2 weeks during probation; 4 weeks thereafter
Location:	Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS

Benefits:

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Cycle to Work Scheme
- Training and development opportunities

How to Apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact recruitment@citiz.co.uk and your query will be directed to the appropriate person.

To apply, please send us a copy of your **CV and a cover letter** of no more than **two pages A4** and complete the online **Equal Opportunities Monitoring Form**.

It is important in your cover letter to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining the Citizens Theatre. You do not have to have previously undertaken all the duties in the job description, but you should tell us about your potential ability to do them.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on the website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

Please send your CV and cover letter (two pages max) by email to: recruitment@citiz.co.uk.

(Please send as a Word document. Do not send as a Pages file, Zip file or Google doc, or use file sharing services such as One Drive or Dropbox.)

Please complete the Equal Opportunities Monitoring Form online: [Equal Opportunities Form](#).

If you require an alternative way to make your application, please contact recruitment@citiz.co.uk to discuss a suitable format.

Deadline for applications:	Tuesday 08 July 2025, 12pm
First Interview:	Tuesday 15 July (may be subject to change, in person)
Second Interview:	TBC (may be subject to change, in person)

All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.